

EFFECTIVE

July 1, 2001.

SUBJECT

1. Level of Care Code 20
2. Central Registry Clearance Forms for CPS
3. MSA PUB-731, Know Your Rights, Your Medicaid Care and Coverage in a Nursing Home
4. Miscellaneous Forms and Schedules Revisions

**1. LEVEL OF CARE
CODE 20**

Level of Care 20 is no longer used in the FPAC transaction on CIS to identify active MA spend-down cases.

**2. CENTRAL
REGISTRY
CLEARANCE FORMS
FOR CPS**

Children's Protective Services, in conjunction with licensing rules for child care centers, has developed procedures for individuals to request Child Abuse/Neglect Central Registry Clearances on themselves. The section titled CA/NCR Clearances for Child Care Centers in the Child and Family Services Children's Protective Services Manual (CFP), Item 717-1, **STATE CHILD ABUSE AND NEGLECT CENTRAL REGISTRY (CA/NCR)** details the procedures for handling these requests.

The following forms are available as Word templates and are used in this process:

- FIA-194, Request for Central Registry Clearance form, and
- FIA-1910, Request for Central Registry Clearance Results letter.

3. MSA PUB-731

A new publication, MSA-Publication 731, Know Your Rights, Your Medicaid Care and Coverage in a Nursing Home, explains nursing home residents' rights, responsibilities and services received while in a nursing home.

This publication should be made available to any interested person or organization who requests it.

4. MISCELLANEOUS FORMS AND SCHEDULES REVISIONS

EBT Forms/ Schedules

With full implementation of EBT, Cash-out, FS online and FS direct mail forms and schedules that pertain to those systems are now obsolete.

Benefit issuance is now done only through EBT therefore a new schedule, FIA-1143, Electronic Benefit Transfer Food Stamp Schedule, replaces the deleted FIA-1145, FS Pick-Up Schedule Plastic Card Only and FIA-1145A, FS Pick-Up Schedule (A) Plastic Card Only schedules.

Other Forms

- FIA-254, Notice of Missed Interview is a new form sent to the client when he misses his first scheduled Food Stamp interview at application or redetermination. See policy in PAM 115 and PAM 210.
- The FIA-1171, Assistance Application, is revised to include a statement allowing face-to-face interviews to be waived and replaced with a telephone interview if household hardships exist. Previous editions of the FIA-1171 may be used.
- FIA-4588, Initial Assessment Notice, and FIA-4585, Initial Asset Assessment and Asset Record, have been revised to better accommodate court-ordered asset transfers.

PSF Forms

Instructions have been added to the remaining Preventive Services for Families forms that were sent out in RFB 2001-005 for June 1, 2001:

- FIA-215, Early On Action Plan for Preventive Services
- FIA-1021, PSF Service Agreement

- FIA-1332, PSF Referral Form to Community Agency/Private Practitioner
- FIA-1333, Release of Information - Authorization to Share Information
- FIA-1334, PSF Early On Annual Review
- FIA-1335, PSF Early On Addendum
- FIA-1336, PSF Early On Addendum to the Prevention Initial Service Plan
- FIA-3987, Preventive Services Case Review

Spanish Forms

The following forms are now available electronically in Spanish:

- FIA-114, Spend-down Notice
- FIA-592, Temporary Denial Notice
- FIA-1074, TMA-Plus Notice
- FIA-2169, Notice of Good Cause Finding - Child Support/Third Party Resources
- FIA-4469, Claim of Good Cause - Third Party Resources
- FIA-4598, Medical Program Eligibility Notice

**MANUAL
MAINTENANCE
INSTRUCTIONS****Added Items ...**

RFF 194
RFF 254
RFF 355
RFF 1997I
RFF 3955
RFF 3955A
RFF MSA731

Changed Items ...

RFC D
RFC E
RFC I
RFC L
RFE 5000
RFF 16
RFF 71
RFF 114
RFF 142
RFF 215
RFF 592
RFF 1021
RFF 1074
RFF 1111-4
RFF 1111-5
RFF 1171
RFF 1171IA
RFF 1332
RFF 1333
RFF 1334
RFF 1335
RFF 1336
RFF 1910
RFF 1997
RFF 2063
RFF 2169
RFF 3987
RFF 4469
RFF 4585
RFF 4586

RFF 4588

RFF 4598

RFS 105

RFS 109

Deleted Items ...

RFF 1145

RFF 1145A

RFS 100